

31 Nov 1957

OGC Has Reviewed

1. What in your opinion are the things most important and necessary for you to know in performing your duties?
2. To what extent do the guides (e.g., fellow employees, law books, manuals, previous practice, files, records, etc.) for your work not answer all your questions or instruct you in the way to do your work? In other words, how much opportunity is left you to use your own judgment in performing your duties? Give some examples of this showing (1) how the guides did not fully cover your assignment or your questions and problems, and (2) how this fact affected the use of judgment in your work.
3. Are the duties, problems, and questions to which you apply your guides usually the same, or do they vary from time to time? How does this affect the difficulty of your work?
4. Who is your supervisor? (The one who assigns you your work, who gives you directions, to whom you go for help, and who is responsible for what you do.)
5. Is your work of such a nature that, once having learned the work, it is necessary for you to be given instructions only when something new comes up?
6. Does your supervisor usually give you instructions or suggestions with assignments? What kind? How detailed or general are they? To what extent are you free to work out your own answers to problems? Give examples.
7. Do you go to your supervisor with questions? How often? What kind of questions?
8. What things that you decide or judge in your work are not reviewed by anyone? Give examples.
9. As of this date, what is your current work load? - i.e., assignments or work to be completed. Indicate whether deadlines have been established for completions of assignments or whether the assignments are of such a nature that they may be completed at your convenience.